Materials Method N.Y. 21
July, 1968

NEW YORK STATE
DEPARTMENT OF TRANSPORTATION
MATERIALS BUREAU

INSPECTION OF FENCE FABRIC (ALL TYPES)

SCOPE

This method describes the procedures for inspection control of fence fabric (all types) for use on Department projects and supersedes all previous instructions issued for this material. These procedures are intended for use only when fence fabric is sampled at a supply source.

GENERAL METHOD

At the fabricator's or erector's option, fence fabric may be sampled in stock lot quantities at storage facilities integral with either the fabricating shop or the erector's storage yard. Samples are secured by a Department representative from each lot offered for eventual shipment to or erection on Department projects. These samples are submitted to the Materials Bureau for test. Coincident with sampling, a metal "sampled" tag seal is attached to each roll of fabric and after notification of acceptance, a metal "accepted" tag seal is fastened to each roll. The presence of these tags is evidence at the project site that the material has been tested and accepted by the Department and no further sampling or documentation is required. All other fence materials (posts, rails, accessories) will be inspected and/or sampled at the project site.

DEFINITION OF TERMS

1. FENCE FABRIC - Included under this procedure are Right of Way fabric and the following types of Chain Link Fence: aluminum, aluminum-coated steel, galvanized steel, vinyl-clad steel.

2. FABRICATOR - A shop which receives material from manufacturing locations and produces fence fabric.

3. ERECTOR - A contractor who receives rolls of fabric from manufacturing or supply locations and erects them on Department work.

4. SUPPLIER - Term used in this Method to indicate either the fabricator or erector, as defined above.

5. MATERIALS BUREAU - A facility of the New York State Department of Transportation located in Albany, New York.

6. INSPECTION AUTHORITY - An office designated by the Materials Bureau as responsible for inspection control on behalf of the Department at specific suppliers.

7. INSPECTOR - An individual employed by the Inspection Authority and approved by the Materials Bureau to function on inspection assignments on behalf of the Department.

8. LOT - A lot shall consist of that quantity of a specific type and style of material from a single manufacturer on hand at the storage facilities of either the fabricator or erector and intended for eventual incorporation in Department work.

9. SAMPLE - For all types of chain link fence fabric the sample shall consist of six (6) strands each two (2) feet long. The samples shall be taken from random rolls as indicated in the following table:

Total Number of Rolls in Lot	Number of Rolls Sampled
0-99	1
100-199	2
200-299	3
300-399	4
400-499	5
500 and over	6

For Right-of-Way fence, the sample shall consist of three (3) pieces each of the horizontal and vertical wires, each piece eight (8) inches long. These samples shall be secured at the frequency shown in the above table.

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10. FORMS - The following forms are published and issued by the Department, for use by their designated representatives:

a. BR-240 - Sample and Acceptance Transmittal: This form transmits the inspectors sample information to the Materials Bureau and upon validation conveys acceptance action to the Inspector. Detailed instructions for proper completion and transmittal are contained in Materials Method N.Y. 18.1.

b. BR-241 - Sample Transmittal Envelope: This is a heavy-duty envelope used to contain BR-240.

c. BR-131 - Steel Reinf. Tag: This form is a yellow identification tag used to identify samples and assist the Materials Bureau personnel in performing the required tests.

d. BR-108 - Rush Tag: This form is for use on the outside of sample bundles as a shipping tag and has the Materials Bureau address printed on it.

STEPS IN PROCEDURE

Responsibility	Action
Supplier	1. Notifies inspection authority that he has a quantity of fence fabric to be sampled.
Inspection Authority	2. Schedules an inspection call.
	3. Assigns an inspector to make the call.
Inspector	4. Checks material to insure that each lot contains fabric from only one manufacturer.
	5. Assigns lot number in accordance with the definition of a lot to the material offered by the supplier.
	a. Consecutive lot numbers starting with "1" at the beginning of each calendar year are to be used.

Inspector (cont'd)

6. Selects the samples, personally, in accordance with the definition of a sample and supervises their cutting.

7. Affixes a red tamper-proof metal seal, labeled "NYS Sampled", to a single wire attached to the inner core of each roll in the lot.

8. Ties the samples from each roll individually and securely affixes a BR-131 to each set of samples.

   a. Lot number, manufacturer, and sampled roll #1, #2, etc., are entered on each tag.

9. Completes Form BR-240 in accordance with Materials Method N.Y. 18.1, except that the space for Contract No. may be left blank.

10. Places Form BR-240 inside envelope BR-241.

11. Places all samples for each lot together with envelope BR-241 containing BR-240 in a suitable package.

    a. Care shall be taken not to mutilate Form BR-240.

12. Attaches a shipping tag securely to the outside of the bundle.

    a. Form BR-108 is provided for this purpose, however, any tag showing the same address may be used.

Inspector (cont'd)

13. Delivers the bundled samples to a Railway Express or commercial truckers office for transmission "collect" to the Materials Bureau.

Materials Bureau

14. Performs required tests.

    a. Acceptance action will be based on the results of such tests.

15. Validates Form BR-240.

16. Issues Form BR-240 to the Inspection Authority as described in Materials Method N.Y. 18.1.

    a. Telephone requests to the Materials Bureau in advance of normal notification will be honored only when received from the Inspector.

Inspection Authority

17. Receives validated yellow and green copies of Form BR-240 from the Materials Bureau. The yellow is retained by the Inspection Authority and the green advanced to the Inspector.

18. Notifies supplier of action taken by the Materials Bureau.

19. Assigns Inspector to identify accepted material.

Inspector

20. Attaches a green tamper-proof metal seal, labeled "NYS Accepted", next to the red seal at the inner core of each roll in the accepted lot.

Supplier

21. Makes shipments from the accepted lot without further documentation.

INVENTORY CONTROL

The supplier shall be responsible for furnishing, upon demand by the Department, a statement of all accepted lots indicating the quantity in each lot at any given time and the quantity that has been shipped to each Department project.

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